



STATE OF DELAWARE
DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING

820 SILVER LAKE BLVD., SUITE 200
DOVER, DELAWARE 19904

FAX: (302) 739-1304

TELEPHONE: (302) 672-5500

MEMORANDUM

TO: All Department and School Fiscal Officers

FROM: Trisha L. Neely, Director

DATE: April 10, 2007

SUBJECT: FY 2007 GAAP CLASSES

All state organizations are required to complete a GAAP package to accurately report assets and liabilities held outside the DFMS accounting system at June 30 of each fiscal year. This information is used in the preparation of the State's Comprehensive Annual Financial Report (CAFR).

The Government Accounting Standards Board (GASB) issued GAAP reporting requirements and revisions have been made to the GAAP reporting process to ensure compliance with the regulations. Due to the additional GAAP reporting and auditing requirements, we are recommending that all personnel involved in the preparation and data entry of the GAAP package attend one of the classes. Separate classes are offered for new employees (those who have never been involved in the GAAP package preparation) and update classes for those experienced in GAAP package preparation.

Classes will be held at the Webb Building, 820 Silver Lake Blvd, Dover and will be offered as follows:

- **New employee classes**
May 8 and 24 - from 8:30 AM to 4 PM with one hour for lunch.
- Update Classes for **experienced employees** (those who have previously prepared or assisted in the preparation of the GAAP package).
May 1, 3, 14, 16, and 22 – Classes begin at **8:30 AM** and end no later than **NOON**
May 10 and 30 - Classes begin at **1 PM** and end no later than **4:30 PM**

Please download a copy of the registration form at <http://www.state.de.us/account/TrainingCourses.shtml> complete it, and return the form to Lewis Brooks by **April 20, 2007**. If you need directions or have questions, please contact Mr. Brooks at (302) 672-5524 or email lewis.brooks@state.de.us.

TLN

Attachment

cc: Candace Casto, Administrative Auditor

FY 2007 GAAP Classes Registration Form

Please fill in the appropriate section below and return your registration early, as **class size is limited**. Your registration will be confirmed at the time of registration.

CLASSES FOR NEW STAFF:

Classes for new or inexperienced staff are **May 8 or 24**. Participants only need to attend one class. Class will be held from 8:30 am to 4 pm.

First	Last Name	Agency #	Dept	Division	Phone	Training Date
Example						
Lewis	Brooks	25-05-01	Finance	Accounting	672-5524	05/24/07

UPDATE CLASSES FOR EXPERIENCED STAFF:

These are refresher classes for employees already familiar with the GAAP package, to include updates and changes. Class will be held on **May 1, 3, 14, 16, and 22** from 8:30 AM to Noon. **The May 10 and 30** class will be from 12:30 PM and end not later than 4:30 PM. (participants need only attend one session)

First	Last Name	Agency #	Dept	Division	Phone	Training Date

All classes will be held at the Webb Building, 820 Silver Lake Blvd., Dover.
Please use Mapquest.com for directions.

Return completed form by April 20, 2007 to Lewis Brooks at Lewis.Brooks@state.de.us
For those without Internet or electronic file transfer capability, fax your form to 739-1200.